

Institute of Labor and Industrial Relations

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1956

# LIST OF PUBLICATIONS



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1956

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In this booklet we present an annotated list of all publications which are currently available from the Institute.



# LIST OF PUBLICATIONS

of the  
Institute of Labor  
and Industrial Relations



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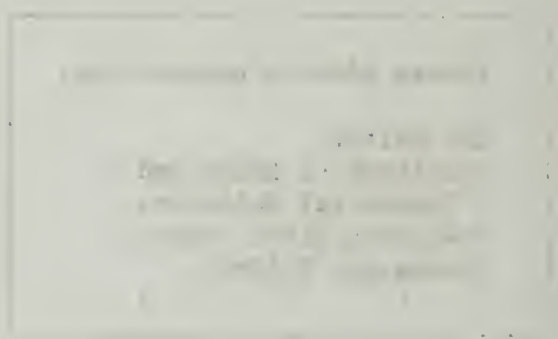
To extend a knowledge of labor-management relations to all who are interested, the Institute of Labor and Industrial Relations supplements its work by publishing articles, booklets, bibliographies, and other pamphlets. Many of these publications are non-technical explanations of specific fields in labor and industrial relations. Others are reports of intensive studies in special areas. These publications explain the work of the Institute, and attempt to add to a general understanding of the entire field of labor-management relations.

Please address requests to:

The Editor  
Institute of Labor and  
Industrial Relations  
704 South Sixth Street  
Champaign, Illinois

# UNITED STATES

THE UNITED STATES OF AMERICA  
DOES hereby certify that  
the following is a true and correct  
copy of the original as the same  
appears in the records of the  
Department of the Interior  
at Washington, D. C.  
this 1st day of January, 1900.  
Secretary of the Interior



## FUTURE PROGRESS

The University of Illinois Board of Trustees established the Institute in 1946 to "inquire faithfully, honestly, and impartially into labor-management problems of all types, and secure facts which will lay the foundation for future progress in the whole field of labor relations."

Accordingly, the Institute has divided its program into three main parts:

1. resident instruction leading to the degree of Master of Arts in Labor and Industrial Relations,
2. research in basic problems affecting labor and industrial relations, and
3. extension services to the public, including labor, management, and other "special" groups.

Robben W. Fleming  
Director

Milton Derber  
Coordinator of Research

Phillips L. Garman  
Coordinator of Extension

Gilbert Donahue  
Librarian

Barbara D. Dennis  
Editor

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## B U L L E T I N S

These are non-technical presentations of many subjects in the field of labor and industrial relations. They are intended for general and popular use in the classroom, in day-by-day industrial relations, and for furthering the knowledge of all those interested in this broad field.

(Discount allowed on orders of 10 or more.)

ASSIGNMENT AND GARNISHMENTS OF WAGES IN ILLINOIS, by Murray Edelman

1948. 20 p. 10¢ (Vol. 2, No. 4)

A survey of laws of the 48 states relating to garnishment and assignment of wages, with special emphasis on Illinois laws. Includes a discussion of the problem of small credit and the attitude of employers toward garnishment and assignment.

FEDERAL COURT DECISIONS ON LABOR, 1947-48, by Murray Edelman

1948. 22 p. 10¢ (Vol. 2, No. 5)

An analysis of Supreme Court cases of the 1947-48 term which are of direct interest in labor-management relations. It also includes a brief summary of the more significant rulings of the National Labor Relations Board.

SUPERVISORY TRAINING--WHY, WHAT, HOW, by John F. Humes

1949. 24 p. 10¢ (Vol. 3, No. 3)

By means of conversation between two plant managers, the author outlines the purposes of a training program for supervisors, describes how such a program can be carried out, and what results can be expected.



TRENDS AND PROBLEMS IN UNEMPLOYMENT INSURANCE, by Irving N. King

1950. 34 p. 10¢ (Vol. 4, No. 2)

The present federal-state unemployment insurance program, its coverage, benefits, eligibility requirements, and financing are discussed. The bulletin presents some of the problems which are involved and various proposals for solving them.

UNIONS, MANAGEMENT, AND INDUSTRIAL SAFETY, by Jack Strickland

1951. 25 p. 10¢ (Vol. 5, No. 2)

Ways in which unions and management can work together to reduce industrial accidents are summarized in this bulletin. The author describes a number of experiences with joint safety committees and the advantages and disadvantages of such cooperative efforts.

JOB EVALUATION, by L. C. Pigage and J. L. Tucker

1952. 43 p. 10¢ (Vol. 5, No. 3)

A practical guidebook on job evaluation--the reasons for using it, the essentials in a good plan, and the basic methods that may be employed. Charts, diagrams, and sample forms illustrate the text.

WORKERS ON THE MOVE, by Kenneth Lehmann and C. Edward Weber

1952. 22 p. 10¢ (Vol. 6, No. 1)

An analysis of factors which tend to increase labor turnover and suggestions for both management and labor leaders of ways to reduce turnover in order to contribute more fully to the defense needs of the nation.



MOTION AND TIME STUDY, by L. C. Pigage and J. L. Tucker  
1954. 48 p. 25¢ (No. 24)

A practical guidebook to explain methods used in motion and time study, to suggest an approach to its many problems, and to assist in developing a working program in the field.

WORKMEN'S COMPENSATION IN ILLINOIS, by Arnold Weber  
1955. 56 p. 50¢ (No. 25)

An easy-to-read, up-to-date, thorough explanation of the Illinois Workmen's Compensation law and how it operates. Various provisions of the law as well as some special problems are discussed. Each section includes examples.





## RESEARCH VOLUMES

These are the reports of studies conducted by the Institute's research staff on many aspects of labor and industrial relations. Some of the research was done by special request, while other studies were conducted as part of the regular research program of the Institute.

TYPES AND SOURCES OF WAGE DATA IN ILLINOIS, by Richard C. Wilcock

1949. 56 p. multilith. \$1 per copy. (Research Report No. 4)

A guide to kinds of wage data that are generally available for industries and occupations in Illinois. The study includes a discussion of factors important in using wage data, a summary of data publicly available and a description and analysis of published data.

LEGISLATION BY COLLECTIVE BARGAINING--THE AGREED BILL IN ILLINOIS UNEMPLOYMENT COMPENSATION LEGISLATION, by Gilbert Y. Steiner

1951. 62 p. Paper bound copy \$1.

A study of the so-called "agreed bill" process whereby the representatives of management and labor work out a pattern of legislation through negotiation. The volume, which deals with one type of Illinois law, unemployment compensation, is the first detailed description of this process which has been made.



PROBLEMS AND POLICIES OF DISPUTE SETTLEMENT AND WAGE STABILIZATION DURING WORLD WAR II, by W. Ellison Chalmers, Milton Derber, and William H. McPherson with other former members of the War Labor Board.

1951. 380 p. 75¢ per copy. (U. S. Department of Labor Bulletin No. 1009, Superintendent of Documents, U. S. Government Printing Office, Washington 25, D.C.)

An analytical study which attempts to appraise the major industrial relations policy decisions made by the government from 1940 to 1947. It focuses on the National Defense Mediation Board, the National War Labor Board, and the National Wage Stabilization Board. Discusses the stabilization of wages, problems of organization and manpower, and dispute settlement.

CHANNELS OF EMPLOYMENT, by Murray Edelman

1952. 212 p. Paper-bound copy \$2.50; 3-chapter edition 50¢.

Analyzes the role of the various hiring channels in Illinois, with particular attention to the reasons for their use or non-use by employers. Draws conclusions about direct hiring, supplements to informal channels, public employment offices, and union referral services.

UNION DECISION-MAKING IN COLLECTIVE BARGAINING: A CASE STUDY ON THE LOCAL LEVEL, by Arnold R. Weber

1952. 176 p. Paper bound, mimeograph text. \$1.00

An analysis of the basic elements of union leader and worker interests, the concept of leader responsibility, and the relation between effective union operation and leader-member participation in the decision-making process. The study is confined to a single collective bargaining decision by a single union in a single establishment.



LABOR-MANAGEMENT RELATIONS IN ILLINI CITY, Vol. 1: The Case Studies, by W. Ellison Chalmers, Margaret K. Chandler, Louis L. McQuitty, Ross Stagner, Donald E. Wray, and Milton Derber, Coordinator.

1953. xlii + 809 pages. Hard cover \$10.00. Paper-bound reprints of case studies \$1.25.

LABOR-MANAGEMENT RELATIONS IN ILLINI CITY, Vol. 2: Explorations in Comparative Analysis, by W. Ellison Chalmers, Margaret K. Chandler, Louis L. McQuitty, Ross Stagner, Donald E. Wray, and Milton Derber, Coordinator.

1954. 659 pages. Hard cover \$7.50. Combined price for both volumes \$15.00.

Intensive study was made of eight establishments in five industries in Illini City, a medium-sized midwestern community, during a specific time period 1948-1950. The focus of interest is relations of unions and managements at the in-plant level--including the observations of not only top management and union leaders but production workers and minor supervisors as well. Another important factor, which is analyzed in detail, is the community itself and the effect it has on relations of unions and managements in the various industries. By studying a number of establishments in the same community during the same period of time, using the same definitions and methods, the authors have been able to make comparisons not previously attempted. The research team--two economists, two psychologists, and two sociologists--was assisted by other members of the Institute staff. Each contributed ideas, definitions, and methods from his own discipline to form the working pattern of the study.

Volume 1 is intended to serve two purposes--to give students and practitioners direct access to a rich collection of case study material and to enable them, if they desire, to make their own interpretations and conclusions. Each of the five studies, on Grain Processing, Metal Products, Garment Manufacture, Trucking, and Construction,



1. The first part of the report is a general introduction to the subject of the study. It discusses the importance of the study and the objectives of the research. It also mentions the scope of the study and the limitations of the research.

2. The second part of the report is a literature review. It discusses the previous research on the subject of the study. It mentions the findings of the previous research and the gaps in the knowledge. It also mentions the theoretical framework of the study.

3. The third part of the report is the methodology. It discusses the research design, the data collection methods, and the data analysis methods. It mentions the sample size, the sampling method, and the instruments used for data collection. It also mentions the statistical methods used for data analysis.

4. The fourth part of the report is the results. It discusses the findings of the study. It mentions the descriptive statistics, the inferential statistics, and the conclusions drawn from the results. It also mentions the implications of the findings for practice and for future research.

contains two parts--a historical account of the evolution of the labor-management relationship and a detailed description of relations during the 1948-1950 period. The volume opens with a note on the framework and methodology of the study and a sociological analysis of Illini City and the effect of the community on labor-management relations in the various industries.

Volume 2 is devoted to comparisons among the relationships in the eight establishments described in the five case studies in Volume 1. In contrast to the first volume, this book is largely cross sectional in character, focusing on three aspects of labor-management relations at the particular point of time of the research period. One section contains an analysis and discussion of these aspects--Attitudinal Climate, Economic Status of the Work Force, and Extent of Union Influence--selected by the research team as being particularly significant. In another section 20 hypotheses relating to the determinants of the three aspects are discussed. The analysis is first concerned with the relationship between a single determinant and a single aspect and then is extended to the level of multi-variable relations. A third section contains a number of explorations in quantitative methods of multivariate and typological analysis. This volume is highly experimental. It includes a variety of quantitative and qualitative methods designed to describe similarities and differences among labor-management relationships and to explain the reasons for their existence.





NATIONAL ECONOMIC PLANNING BY COLLECTIVE BARGAINING, by Murray Edelman

1954. 80 p. Paper-bound copy, \$1.50; hard cover, \$2.00.

A study of the Austrian method of planning general changes in prices, wages, pensions, and taxes by collective bargaining among management, labor, and agricultural organizations. The author analyzes the five agreements negotiated between 1947 and 1951 and discusses their significance as public policy formation.

LABOR-MANAGEMENT RELATIONS IN THE ILLINOIS STATE SERVICE, by Richard C. McFadden

1954. 58 p. Paper bound, mimeograph text. \$1.00.

An analysis of labor-management relations in the administrative agencies of the Illinois State government as of 1952. In addition, a separate analysis of relations in the State's higher educational institutions is included.

THE UNION MEMBER SPEAKS, by Hjalmar Rosen and R. A. Hudson Rosen

1955. 256 p. Trade price, \$4.95. College list price, \$3.75. (Available from Prentice-Hall, Inc., 70 5th Ave., New York, N. Y.)

A study of union member opinions about the functions of their organization--what they think it should be doing, what they see it actually doing, and how they feel about it. An extensive appendix on methods and procedures is included.



LABOR-MANAGEMENT RELATIONS AT THE PLANT LEVEL UNDER  
INDUSTRY-WIDE BARGAINING, by Milton Derber

1955. 140 p. Paper-bound copy, \$2.00; hard cover, \$2.50.

A study of industry-wide bargaining in the British engineering (metal-working) industry. The author approaches the subject from the level of the local establishment and analyzes how the system operates in a sample of ten establishments in the city of Birmingham. The relation between collective bargaining and joint consultation is also explored.

1. The following information is for your information:

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## LECTURES

These talks have been given on different occasions by Institute staff members or by others appearing on Institute-conducted programs. They have been reprinted by the Institute as being both worthy and instructive.

(Mimeo. 10¢ per copy.)

HOW PEOPLE MAKE UP THEIR MINDS ABOUT UNIONS, by Ross Stagner

1950. 14 p.

(Lecture Series No. 7)

A psychologist describes the process by which people build up mental pictures about unions from the bits of information which they pick up from their environment. The address was given before a conference on union public relations.

OUR MANPOWER CONTROL PROBLEMS, by Reuben G. Soderstrom

1951. 11 p.

(Lecture Series No. 8)

The president of the Illinois State Federation of Labor expresses the points of view of the AFL on present manpower problems. He tells of government organization and policies for the present and future emergencies.

HOW WE CAN IMPROVE THE WORKMEN'S COMPENSATION LAW AND ITS ADMINISTRATION, by Reuben G. Soderstrom

1954. 20 p.

(Lecture Series No. 10)

The president of the Illinois State Federation of Labor discusses the Illinois Workmen's Compensation Law and its amendments and suggests ways the Law could be extended. The talk was made at the Fifth Central Labor Union Conference, January 9, 1954.



THE DEVELOPMENT OF LABOR LEGISLATION AND ITS EFFECT UPON  
THE WELFARE OF THE AMERICAN WORKMAN, by Edwin E. Witte  
1954. 24 p. (Lecture Series No. 11)

Professor Witte discusses the development of federal and state protective and restrictive labor legislation during the past century. The talk was given at the Conference on Government and Public Affairs of the University of Illinois and Twin City Federation of Labor, October 31, 1954.





## H A N D B O O K S

These booklets were prepared for the guidance and information of those needing a reference book for the specific subjects they cover. The handbooks are written in non-technical, "popular" style.

### Labor Law

(Mimeo. Free of charge.)

CHILD LABOR, by Betty Jane Swoboda

1950. 15 p. (Handbook No. 1)

Child labor provisions of the Federal Fair Labor Standards Act and the Illinois Child Labor Law are presented in popular question and answer form.

WAGE PAYMENT, by Betty Jane Swoboda

1950. 19 p. (Handbook No. 2)

Seven Illinois laws dealing with the payment of wages are summarized in this handbook by means of questions and answers.

HOURS AND DAYS OF WORK, by Betty Jane Swoboda

1950. 8 p. (Handbook No. 3)

This handbook answers questions commonly asked about the provisions of three Illinois laws: the eight-hour day for women, the six-day week, and the hours of labor law.

# APPENDIX

These studies were prepared for the purpose of  
determining the relative value of the various  
methods of instruction in the various  
branches of the curriculum.

Table I. (Continued) (Page 10)

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The following table shows the results of the  
study of the various methods of instruction in  
the various branches of the curriculum. The  
results are given in the following table.

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The following table shows the results of the  
study of the various methods of instruction in  
the various branches of the curriculum. The  
results are given in the following table.

SECOND CLASS MAILING PRIVILEGES FOR LABOR NEWSPAPERS,  
by Arnold Weber

1951. 24 p. Revised, 1952.

A guide to the regulations governing second class mailing privileges including a history of the system, how to meet the requirements, how to get a permit, preparation for mailing, and cost.

ADVERTISING FOR LABOR NEWSPAPERS, by Isabelle M.  
Zimmerly

1951. 25 p.

A handbook summarizing basic advertising techniques with special application to the labor paper man. It gives sales approaches, copy and layout suggestions, and methods of making a market survey.



## R E P R I N T S

Reprinted by the Institute, these articles by staff members originally appeared in professional journals. Many of them represent the results of study in specialized fields of labor-management relations.

(10¢ per copy.)

STEREOTYPES OF WORKERS AND EXECUTIVES AMONG COLLEGE MEN,  
by Ross Stagner

1950. 6 p.

(Reprint No. 7)

A report on a classroom laboratory project in which 50 pro-labor and 50 anti-labor men were interviewed for their opinions on the personal characteristics of workers and executives. Data are tabulated and conclusions drawn.

SUMMARY AND CONCLUSIONS CHAPTER--PROBLEMS AND POLICIES OF  
DISPUTE SETTLEMENT AND WAGE STABILIZATION DURING WORLD WAR  
II, by W. Ellison Chalmers, Milton Derber, and William H.  
McPherson

1951. 28 p.

(Reprint No. 9)

This chapter summarizes the 380-page study of the major industrial relations policy decisions of the government from 1940 to 1947. It discusses the conclusions reached by the former War Labor Board Members. (See Research Volumes, p. 5.)

A SURVEY OF ILLINOIS LABOR RELATIONS LAW, by Nathan Hakman

1951. 22 p.

(Reprint No. 11)

The author describes the patterns of law which are included within the area of state legal control over labor matters. He also summarizes the judicial adjustment of legal concepts of institutional development of labor organizations.

SECRET

It is the policy of the Department of Defense to ensure that all personnel are properly trained and equipped to perform their duties. This includes the provision of necessary resources and the implementation of effective training programs.

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Department of Defense, Office of the Secretary, Washington, D.C.

1. The Department of Defense is committed to ensuring that all personnel are properly trained and equipped to perform their duties. This includes the provision of necessary resources and the implementation of effective training programs.

2. The Department of Defense is committed to ensuring that all personnel are properly trained and equipped to perform their duties. This includes the provision of necessary resources and the implementation of effective training programs.

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CODETERMINATION: GERMANY'S MOVE TOWARD A NEW ECONOMY, by William H. McPherson

1951. 14 p. (Reprint No. 12)

A discussion of the present experiment in West Germany in which labor, with legislative approval, is given almost co-equal representation with management on the board of directors of business enterprises. The author also analyzes the probable consequences of codetermination with respect to nine issues.

UNION-MANAGEMENT RELATIONS AND TECHNICAL CHANGE: A CASE STUDY, by Solomon B. Levine

1951. 18 p. (Reprint No. 13)

A study of technological change in an eastern textile mill reveals the human problems and the institutional relationships that grew out of the situation. The author stresses the relationship between the institutional setting and the problem of facilitating the introduction of technological change. He evaluates the factors involved in the case and their general implications.

PSYCHOLOGIC FACTORS IN EMPLOYEE TRAINING, by Homer L. Gammill

1951. 4 p. (Reprint No. 14)

A review of the problems of training to include what people want to know, how and when the job will be done, and principles of learning which must be considered. Talk presented before the Illinois Dietetic Association.



RECEIVED THE 10th DAY OF JANUARY 1900

10th JANUARY 1900

TO THE HONORABLE

10th JANUARY 1900

THE HONORABLE THE SECRETARY OF THE

DEPARTMENT OF THE INTERIOR

WASHINGTON, D. C.

SIR,

I have the honor to acknowledge the receipt of your letter of the 10th inst.

and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

Very respectfully,  
Your obedient servant,  
J. H. ...

RECEIVED THE 10th DAY OF JANUARY 1900

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THE HONORABLE THE SECRETARY OF THE

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WASHINGTON, D. C.

SIR,

I have the honor to acknowledge the receipt of your letter of the 10th inst.

and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.



TOOLS FOR THE TEACHER, by Ralph E. McCoy

1952. 9 p.

(Reprint No. 15)

The author suggests books, pamphlets, periodicals, films and other source material to assist the high school teacher in introducing the vital subject of labor-management relations to the classroom. Included are the names and addresses of publishers where the material can be obtained.

GOVERNMENTAL ORGANIZATION AND PUBLIC POLICY, by Murray Edelman

1953. 8 p.

(Reprint No. 17)

A discussion of a method to analyze the relationship between the nature of governmental organization to formulate and carry out regulatory programs and the influence of groups seeking to affect public policy. To illustrate the method the author presents some hypotheses dealing with the World War II wage stabilization program.

WORKING ON THE RAILROAD: A STUDY OF JOB SATISFACTION, by Ross Stagner, D. R. Flebbe, and E. V. Wood

1953. 13 p.

(Reprint No. 19)

Findings of a study of job satisfaction among employees of a major American railroad, considering such factors as union-management relations, grievance handling, general quality of supervision, and general working conditions. Two special problems explored are the company's suggestion system and the importance of accidents.



ON THE DEFINITION OF ATTITUDES: NORMS, PERCEPTIONS, AND EVALUATIONS, by Ruth Alice Hudson and Hjalmar Rosen  
1953. 6 p. (Reprint No. 20)

Description of an experimental design and the implications of such design for the study of attitudes among union members. The authors present some hypotheses about the nature of the relationships among norms, perceptions, and evaluations and describe a highly structured "attitude" questionnaire through which the relationships among the three variables can be investigated.

LABOR'S INFLUENCE IN FOREIGN POLICY, by Murray Edelman  
1954. 7 p. (Reprint No. 23)

A discussion of the channels through which the interests of labor in the many aspects of the federal government's foreign policy may be considered.

LABOR-MANAGEMENT RELATIONS IN ILLINI CITY, by Milton Derber  
1954. 7 p. (Reprint No. 24)

A brief summary of some of the descriptive findings contained in the inter-disciplinary research study, Labor-Management Relations in Illini City. (See pages 6-7, Labor-Management Relations in Illini City, Volumes 1 and 2.)

THE AUSTRIAN WAGE-PRICE AGREEMENTS, by Murray Edelman  
1954. 6 p. (Reprint No. 27)

A brief summary of five agreements on prices, wages, taxes, and pensions negotiated by management, labor, and agricultural organizations in Austria between 1947 and 1951. (See page 8, National Economic Planning by Collective Bargaining.)

OF THE UNIVERSITY OF MICHIGAN  
LIBRARY, 15 EAST LILLIAN STREET, ANN ARBOR, MICH.  
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1933

Department of the University of Michigan  
Ann Arbor, Mich.  
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Department of the University of Michigan  
Ann Arbor, Mich.

PROSPECTS OF JAPANESE LABOR, by Solomon B. Levine  
1954. 8 p. (Reprint No. 28)

An analysis of the problems the Japanese labor movement faces in the postwar years--the scope and structure of Japanese unionism, its political and economic experience since the peace treaty, and underlying factors that shape the present and future of Japanese labor.

NEW FIRMS AND THE LABOR SUPPLY IN SMALL COMMUNITIES, by Richard C. Wilcock  
1954. 12 p. (Reprint No. 29)

A report of some of the findings of several recent studies in small-population labor market areas in which the entry of new firms or the reopening of closed plants has brought about sharp increases in the number of job openings.

DO MANAGEMENT ATTITUDES DETERMINE UNION-MANAGEMENT RELATIONSHIPS? by Ross Stagner  
1955. 7 p. (Reprint No. 30)

A discussion of the importance of attitudes of top management officials toward the union as determinants of union-management relations. Recent findings of the Illini City study in this area are reviewed.

LABOR RELATIONS IN BRITISH METALWORKING, by Milton Derber  
1955. 7 p. (Reprint No. 31)

An article based on a study of labor-management relations at the local plant level under industry-wide bargaining in the British engineering (metal-working) industry. The complete study is published under the title, Labor-Management Relations at the Plant Level Under Industry-Wide Bargaining. (See page 9.)

REPORT OF THE COMMISSIONER OF THE GENERAL LAND OFFICE  
TO THE SECRETARY OF THE INTERIOR  
DEPARTMENT OF THE INTERIOR  
WASHINGTON, D. C.  
1908

AN ACCOUNT OF THE PROGRESS OF THE SURVEY OF THE  
PUBLIC LANDS IN THE STATE OF TEXAS, DURING THE  
YEAR 1907. BY THE COMMISSIONER OF THE GENERAL  
LAND OFFICE. (PART I.)  
PUBLISHED BY THE GENERAL LAND OFFICE, WASHINGTON, D. C.  
1908.

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YEAR 1907. BY THE COMMISSIONER OF THE GENERAL  
LAND OFFICE. (PART II.)  
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1908

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PUBLIC LANDS IN THE STATE OF TEXAS, DURING THE  
YEAR 1907. BY THE COMMISSIONER OF THE GENERAL  
LAND OFFICE. (PART III.)  
PUBLISHED BY THE GENERAL LAND OFFICE, WASHINGTON, D. C.  
1908.

REPORT OF THE COMMISSIONER OF THE GENERAL LAND OFFICE  
TO THE SECRETARY OF THE INTERIOR  
DEPARTMENT OF THE INTERIOR  
WASHINGTON, D. C.  
1908

AN ACCOUNT OF THE PROGRESS OF THE SURVEY OF THE  
PUBLIC LANDS IN THE STATE OF TEXAS, DURING THE  
YEAR 1907. BY THE COMMISSIONER OF THE GENERAL  
LAND OFFICE. (PART IV.)  
PUBLISHED BY THE GENERAL LAND OFFICE, WASHINGTON, D. C.  
1908.



AN EVALUATION OF THE GROUP INTERVIEW, by Margaret Chandler  
1955. 3 p. (Reprint No. 32)

A discussion of the value of the group interview as a supplement to the individual interview in gathering research data. The author concludes that the group interview seems to be a valuable source of data on the relationship between individual and group opinions.

THE VALIDITY OF "UNDECIDED" ANSWERS IN QUESTIONNAIRE  
RESPONSES, by Hjalmar Rosen and R. A. Hudson Rosen  
1955. 4 p. (Reprint No. 33)

Using a survey of 25,000 union members as their basis, the authors attempt to provide some answers to the question of whether checks in the "undecided" category can be considered valid evidence that individuals really have not made definite judgments. The criterion of validity used was evidence of neutrality.

JAPAN'S TRIPARTITE LABOR RELATIONS COMMISSIONS, by Solomon  
B. Levine  
1955. 22 p. (Reprint No. 34)

A detailed account of the administrative machinery set up under the Trade Union and Labor Relations Adjustment Laws--one of three basic pieces of legislation urged by the occupation to restructure relationships between worker and employer in postwar Japan.

EUROPEAN VARIATIONS ON THE MEDIATION THEME, by William H.  
McPherson  
1955. 12 p. (Reprint No. 35)

An analysis of similarities and contrasts in the role government plays in promoting the peaceful settlement of labor disputes in five European countries--West Germany, France, the Netherlands, Belgium, and Denmark.





THE LABOR MOVEMENT AND ECONOMIC DEVELOPMENT IN JAPAN, by  
Solomon B. Levine

1955. 12 p.

(Reprint No. 36)

A review of the growth of the labor movement in postwar Japan and the place of organized labor in the Japanese economy. The author describes the division of economic and political functions of unions and federations, the course and significance of political action, and the persistence of enterprise unionism.

CODETERMINATION IN PRACTICE, by William H. McPherson

1955. 21 p.

(Reprint No. 37)

Report of an investigation of the functioning of co-determination in two Ruhr steel companies, made by the author in 1953. The author analyzes the reactions of workers and managers and evaluates the economic, social, and political effects for the industry and its employees.

SECONDARY LABOR FORCE MOBILITY IN FOUR MIDWESTERN SHOE TOWNS, by Richard C. Wilcock and Irvin Sobel

1955. 21 p.

(Reprint No. 38)

An article which undertakes to provide a system for classification and identifying primary and secondary workers and analyzes the characteristics and labor market behavior of secondary workers in four non-metropolitan communities. The authors define secondary workers as those who have an irregular or "secondary" attachment to the work force.



## M A N U A L S

These manuals were prepared by members of the Institute staff for use in extension classes, conferences, and institutes.

(Mimeo. 25¢ per copy.)

### MAKING UNION MEETINGS EFFECTIVE.

1951. 27 p.

This manual presents the techniques of parliamentary procedures with appropriate illustrations. It gives practical advice to union members on presiding at union meetings, conducting conferences, delivering reports, and speaking in public.

### HANDLING GRIEVANCES, by John M. Brumm and Herman Erickson 1951. 30 p.

Designed for use in the training of union stewards, officers, and other representatives in grievance problems, this manual consists of an outline of suggested topics and ideas for discussion. The material is presented in five sections: The Union and the Collective Bargaining Agreement; the Grievance Procedure in the Agreement; the Job of a Steward or Grievance Committeeman; Handling Grievances; and Making Grievance Procedures Work.

### HOW OUR ECONOMY WORKS, by Herman Erickson 1952, Revised 1956. 39 p.

A manual in outline form containing some basic concepts of the American economic system. Some of the sections are on income, the price level, profit and savings, international trade, and inflation. Included are charts and tables to illustrate various points.

APPENDIX

These records were prepared by members of the  
Institute staff for the information of the public,  
and the Institute.

(Name) (Age) (Sex) (Color)

MAILED IN THE NATIONAL ARCHIVES

1911

This record contains the following information:  
1. Name of the person (if known)  
2. Date of birth (if known)  
3. Date of death (if known)  
4. Date of marriage (if known)  
5. Date of divorce (if known)  
6. Date of remarriage (if known)  
7. Date of death (if known)  
8. Date of burial (if known)  
9. Date of cremation (if known)  
10. Date of interment (if known)

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7. Date of death (if known)  
8. Date of burial (if known)  
9. Date of cremation (if known)  
10. Date of interment (if known)

COLLECTIVE BARGAINING PROCEDURES AND ISSUES, by Herman Erickson

1954. 28 p.

Outline of materials covered in a labor education class. Although designed primarily for union negotiators, the ideas may be equally applicable on both sides of the bargaining table.

USING EDUCATION IN YOUR UNION.

1952. 14 p.

Some suggestions concerning using education in unions including jobs an education program can do, responsibilities of an active union education committee, major types of educational programs used by unions, practical suggestions in starting an education program, education program resources, and a list of labor films.



# LIBRARY PUBLICATIONS

## General Publications

These publications were compiled and written by the Institute Librarian and members of his staff.

(Mimeo. Free of charge, except where noted.)

THE RADICAL AND LABOR PERIODICAL PRESS IN CHICAGO: ITS ORIGIN AND DEVELOPMENT TO 1890, by Edward L. Sheppard  
1949. 51 p. (\$1 per copy)

A critique of publications in this area to determine trends in publishing and the relation of these trends to organized labor and radical politics. The study includes an analysis of newspapers of the social-democratic party, the anarchist group, the Knights of Labor, and the new trade unionism.

LABOR-MANAGEMENT RELATIONS AND HIGH SCHOOL PUPILS: A SURVEY OF COMMUNICATIONS BEHAVIOR, by Ralph E. McCoy  
1950. 11 p. (Occasional Papers, No. 15,  
University of Illinois  
Library School)

Effects of the mass media of communications on the attitudes of high school pupils toward labor issues. The author suggests ways in which high school teachers and librarians can help pupils form enlightened opinions on this controversial subject.

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STRUCTURE AND GOVERNMENT OF AMERICAN LABOR UNIONS: AN  
ABSTRACT OF SELECTED LITERATURE, compiled by Ralph H.  
Bergmann

1952. 32 p. (\$1 per copy.) (Bibliographic Contributions  
No. 1)

A bibliography prepared in the course of developing a  
research project on the functioning of labor unions  
as institutions. Short comments following each listing  
are designed to indicate the contribution of the  
writing to the field of local-international relation-  
ships.

HISTORY OF LABOR AND UNIONISM IN THE UNITED STATES: A  
SELECTED BIBLIOGRAPHY, compiled by Ralph E. McCoy

1953. 88 p. (\$1 per copy.) (Bibliographic Contributions  
No. 2)

A bibliography which grew out of efforts to assist  
Institute students in locating historical material on  
the American labor movement. This contribution is  
largely an assemblage of secondary works, i.e., books  
and pamphlets. Some of the items are surveys of  
existing conditions rather than histories, but have  
attained historical value with the passing of time.  
Included is an extensive subject index. 1024 items.

INDUSTRIAL SOCIOLOGY: AN ANNOTATED BIBLIOGRAPHY, compiled  
by Virginia Prestridge and Donald E. Wray

1953. 80 p. (\$1 per copy.) (Bibliographic Contributions  
No. 3)

One of the first attempts to compile the important  
materials in the relatively new field of industrial  
sociology. In this bibliography "industrial sociology"  
is used to mean the analysis and interpretation in socio-  
logical terms of the structure of industry (including  
management and union), the processes of change within  
this structure, and the direct relations between this  
structure, and the social order. A detailed subject  
index is included. 471 items.

THE UNIVERSITY OF CHICAGO PRESS  
530 N. Dearborn Avenue, Chicago, Ill. 60610

1965

I am pleased to inform you that your manuscript has been accepted for publication in the *Journal of the American Medical Association*. The manuscript was received on 10/15/64 and the final version on 11/10/64. The article will appear in the March 1965 issue of the journal.

Yours very truly,  
J. Edgar Hoover  
Director

I am pleased to inform you that your manuscript has been accepted for publication in the *Journal of the American Medical Association*. The manuscript was received on 10/15/64 and the final version on 11/10/64. The article will appear in the March 1965 issue of the journal.

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THE WORKER IN AMERICAN FICTION: AN ANNOTATED BIBLIOGRAPHY,  
compiled by Virginia Prestridge  
1954. 27 p. (\$1 per copy.) (Bibliographic Contributions  
No. 4)

A bibliography of American novels which present fictional treatment of the worker and his problems in industrial America and deal with authentic working class problems and conditions as the central theme. Poetry, drama, short stories, biography, and foreign novels are excluded. Listing is by year of publication. Author, title, and subject indexes are included. 159 items.

DOCTORAL DISSERTATIONS IN LABOR AND INDUSTRIAL RELATIONS,  
1933-1953, compiled by Ned Rosen and Ralph E. McCoy  
1954. 85 p. (\$1 per copy.) (Bibliographic Contributions  
No. 5)

A list of doctoral dissertations culled from the general list of all Ph.D. dissertations submitted in American universities between 1933 and 1953. Fifteen disciplines are represented. Listing is alphabetical by author, and a subject index is included.

More than 1,000 items.

THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF CHEMISTRY  
CHICAGO, ILL. 60637  
U.S.A.

Dr. J. H. D. E. Smith, Director,  
Department of Chemistry, University of  
Chicago, Chicago, Illinois 60637, U.S.A.  
Dear Sir,  
I have the pleasure to inform you that  
the results of the work done by me and  
my colleagues in the Department of  
Chemistry, University of Chicago, during  
the past few years, have been published  
in the Journal of the American Chemical  
Society, Vol. 78, No. 1, pp. 1-10, 1956.  
The title of the paper is "The  
Structure of the Benzene Ring".

Yours faithfully,  
J. H. D. E. Smith  
J. H. D. E. Smith, Director,  
Department of Chemistry, University of  
Chicago, Chicago, Illinois 60637, U.S.A.

I am sure that you will find the  
results of the work done by me and  
my colleagues in the Department of  
Chemistry, University of Chicago, during  
the past few years, of great interest  
to you. I am sure that you will find  
the results of the work done by me and  
my colleagues in the Department of  
Chemistry, University of Chicago, during  
the past few years, of great interest  
to you.

## Labor-Management Relations

### LABOR-MANAGEMENT RELATIONS; A LIST OF SELECTED READINGS FOR HIGH SCHOOL STUDENTS AND TEACHERS

1948-date. Issued four times during the school year.

An annotated bibliography prepared by a committee representing the Institute and the College of Education. Each issue deals with a specific topic, frequently one of current interest. Selection is made on the basis of authenticity of the information, readability, and availability to students.

(Mimeo. Free of charge.)

Jobs in Industrial Relations (April 1949)

Current Articles (September 1949)

The Steel Strike and Pensions (October 1949)

Government and Labor Relations (November 1949)

Pensions (December 1949)

Labor Abroad (January 1950)

Union Structure and Organization (February 1950)

Coal (March 1950)

Discrimination in Employment (April 1950)

Labor and the Community (May 1950)

Labor Leaders Today (September 1950)

Labor in the Crisis (December 1950)





Employment Trends and Job Opportunities (March 1951)

Railway Labor (April 1951)

Human Relations in Industry (May 1951)

Manpower for Defense (October 1951)

The Immigrant Worker in America (December 1951)

Collective Bargaining (February 1952)

Apprenticeship (April 1952)

Steel Labor (October 1952)

A List of Basic Publications (December 1952)

Labor Unions: What They Do and How They Operate  
(February 1953)

Management and the Worker (April 1953)

The Labor Department in the New Administration  
(December 1953)

The Clothing Workers (February 1954)

International Interests of American Labor Unions  
(April 1954)

The White Collar Worker (November 1954)

Labor Unity (January 1955)

American Labor Novels and Biography (April 1955)

Automation (January 1956)





## GENERAL PUBLICATIONS

(Free of charge, except where noted.)

### GRADUATE STUDY IN LABOR AND INDUSTRIAL RELATIONS.

1955-57. 26 p.

Resident instruction program leading to the degree of Master of Arts in Labor and Industrial Relations. Entrance requirements, courses, scholarships, other information of interest to prospective students.

### ANNUAL REPORT, INSTITUTE OF LABOR AND INDUSTRIAL RELATIONS.

April, 1955. 16 p.

A review of Institute activities in research, extension, and on-campus teaching programs from April, 1954, to April, 1955.

### COLLECTIVE BARGAINING FOR PENSIONS. Proceedings of a Conference on War Time and Long Range Issues in Collective Bargaining for Pensions.

1951. 52 p. multilith. \$2 per copy.

Approximately 25 specialists in industrial pensions discuss informally the problems and prospects of current trends in collective bargaining on pensions. This document, compiled from long-hand notes taken during the sessions, presents the ideas, suggestions, and points of view emerging from the discussion without any attempt to provide a synthesis. Of interest to the specialist.

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(The University of California)

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AN EVALUATION STUDY OF TWO IULEC CONFERENCES.

1953. 115 p. Paper bound, mimeograph text.

An evaluation study, in two parts, of two University of Illinois--Inter-University Labor Education Committee conferences--one on World Affairs and a second on Labor and Public Affairs. The report was prepared at the request of the IULEC Operating Committee.

AN EDUCATION PROGRAM FOR UNION WOMEN.

1954. 64 p. Paper bound, mimeograph text.

A description of an experiment in educational programs on unionism and public affairs for wives of union members and women trade unionists. The programs were conducted by the University of Illinois Institute of Labor and Industrial Relations and the Inter-University Labor Education Committee in 1953-1954 in Rockford and Belvidere, Illinois.

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